



ES&H Helpline 301-903-8358 • 1-800-473-4375
Internet: esh-infocenter@eh.doe.gov
ES&H TIS Web Site: <http://tis.eh.doe.gov>

For ES&H InfoCenter Use ONLY

Homegroup:	User ID:
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Contr. Code:	Password:
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CAIRS Code:

CAIRS PASSWORD:

User Registration For:

Noncompliance Tracking System

SUBMIT TO: U.S. DOE
ES&H InfoCenter, EH-72, 270CC
19901 Germantown Rd.
Germantown, MD 20874

PHONE: 800-473-4375
FAX: 301-903-9823

(Type or Print)

1. Name _____ Birthdate ____ / ____

(Last) (First) (Middle Initial) *(Month) (Day)*

2.JobTitle

3. Company Name _____

4. Address _____ Mail Stop _____

City _____ State _____ Zip _____

5. Work Phone _____ Work Fax _____

6. Internet E-Mail Address (e.g. esh-infocenter@eh.doe.gov) _____

7. USA Citizenship (circle one): ☐ **Yes** ☐ **No** (Foreign Nationals are screened by DOE for access to the DOE Computer System.)

8. Circle applicable: ☐ ***New User*** ☐ ***Update User*** ☐ ***User Replacement*** ☐ ***Delete User***

9. Computer Security: *Indicate by your signature on the line below that you have read, understand and will comply with the following:*

- A. Using DOE computer systems, products, services or equipment for personal use constitutes misuse/non-official use of Government property.
- B. All computer files are subject to review for the purpose of ensuring Official Use Only of government property.
- C. I am responsible for protecting my assigned password for confidentiality. Sharing my password with anyone else is a security infraction and may result in my system access being revoked.
- D. There is a potential for Unclassified Sensitive and Privacy Act information being contained in the operation event information computer system and that such information must be protected from unauthorized access and disclosure as required by DOE Order.
- E. Information obtained from ORPS may contain Unclassified Controlled Nuclear Information (UCNI). Access to UCNI requires a "need to know" per DOE Order.
- F. Users failing to comply with the computer security policies described herein may be subject to disciplinary action.

User Signature: _____ Date: _____

Manager's Name: _____ Manager's Signature: _____ Date: _____

Important! *If you are registering as a General User (read only), do not proceed past this point. If you are registering for read-write capability, you must complete the appropriate Authority File Information Form(s).*

NONCOMPLIANCE TRACKING SYSTEM

Authority File Information Form

Name: _____

1. Due to the potential for the NTS database to contain Unclassified Sensitive information, it is required that individuals have a "need to know" in order to access the system. I certify that I have a need to know, which is as follows:

2. Check/circle the following areas that apply:

☐ Read-Write Authority ☐ PAAA Coordinator

DOE ONLY

☐ Headquarters Program Officer ☐ Office of Enforcement and Investigation Eval.

Circle one of the following:

DP EE EH EI EM ER FE HR NE NN RW

Other _____

☐ Operations Office User

Circle the appropriate Operations Office:

AL CH HQ ID NV OR OH RL RF SF SR

Other _____

Area Office (if applicable) _____

DOE PAAA Coordinator Signature: _____

CONTRACTOR ONLY

Contractor Name: _____
(e.g., Lockheed Martin Idaho Technology)

Contractor PAAA Coordinator Signature: _____

Please complete Authority File Form on Page 3

3. Is the person requesting NTS access replacing someone? ☐ Yes ☐ No

If YES, name the person being replaced _____

Does the person being replaced still have a "need to know" reason for having access to NTS?

☐ Yes ☐ No

(Checking NO will result in that person being DELETED from the NTS system. If YES is checked, that person must submit a revised NTS Authority File Information Form.)

4. If Contractor Read-Write User was checked, complete the following:

(NOTE: If this is a revised registration form, please specify if the facility(ies) should be added or deleted in Column 3)

NTS

[illegible]